# Flag Hire Application Form

# *Note: Flag hire application must be completed and submitted at least 5 working days before flag hire.*

|  |  |
| --- | --- |
| Hirer’s Name |  |
| Hirer’s Address |  |
| Name of Organisation(if not individual) |  |
| Delivery Address of Hirer(NB: we do not collect or deliver flags from hirer unless in Parliament) |  |
| Telephone Number  | **Mobile:** | **Work:** |
| **State the name of the person who will take responsibility for the flag(s), if differs from above** |
| Name |  |
| Address |  |
| Telephone Number | **Mobile:** | **Work:** |

## Dates Required

|  |  |
| --- | --- |
| Delivered/ Picked up by |  |
| Returned by |  |

## Flags Required

*Note: Poles and bases can be hired out with flags inside Parliament only.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  Country | Indoor (2 yard) or Outdoor 2 ½ Yard) | Number of flags | Poles & Bases (Parliament only) | Stock No.(Office use only) |
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| --- | --- | --- |
| Please state the following |  |  |
| **The purpose/occasion for which the flag(s) are required** |  |
| **The address/location that the flags will be flown**  |  |

|  |  |  |
| --- | --- | --- |
| *Office use only* |  |  |
| *Flags pick up and/or couriered (Time and Date)* |  |
| *Flags* returned (Time and Date) |  |
| *Flags checked* |  |
| *Date flag hire form filled*  |  |

 **Return Flags to:**

Department of Internal Affairs
Visits and Ceremonial Office
Level 4
45, Pipitea Street
WELLINGTON, 6140

Email: flaghire@dia.govt.nz